

# **Student-Led Activities Policy**

Originally created Nov. 2011 by Katherine Oliver and Brook Pigg

**Definition of a Student-Led Activity:** A student-led activity is a meeting of students for a designated purpose wherein the tasks, responsibilities, and other dealings fall to the student members and the student director(s).

In order to have a student-led activity you must have:

1. A space
2. A time
3. A faculty sponsor
4. A student director(s)
5. A group of interested students
6. A purpose statement

## **Process:**

1. Fill out the “purpose statement” section of the Activity Agreement Form (attached). You should state:
  - a. What your activity will do
  - b. What you hope to accomplish
  - c. Why you think this activity is a good thing/how it can add to our school community
  - d. Your plan for running the activity during the designated time
2. Find a willing and able sponsor among the faculty
  - a. Arrange a time schedule with this sponsor
3. Find a space to conduct your activity and arrange for the use of it on the designated dates and times (pre-arranged dates and times with the faculty sponsor)
4. Complete the Activity Agreement Form (attached)
  - a. You must have a list of at least ten interested students to establish a student-led activity
5. Bring the completed form and list to Op. Group and announce the establishment of your student-led activity

- a. Establishing a student-led activity does not require a vote in Op. Group, once the requirements of the form are met and the activity is announced in Op. Group, the activity can commence
6. All actions of a student-led activity are the responsibility of the student members.  
Including, but not limited to:
  - a. Budgeting plan (if needed)
  - b. Activity coordination
  - c. Maintenance (cleaning) of space
  - d. Arranging competitions or tournaments (if desired)
  - e. Establishing rules
  - f. Advertising to the community about the activity and its events
    - i. Any responsibility not listed herein can be assumed to be the responsibility of the students
7. Should any problems or questions with the activity arise, it is the responsibility of the student director(s) to address them
8. Assuming some skill, talent, or knowledge is required for the activity, the student director(s) should be relatively well-versed in the subject matter
9. The Activity Agreement Form is to be re-negotiated every year
  - a. After an activity is already established it is not necessary to announce it to Op. Group every succeeding year.

## Activity Agreement Form

**Purpose Statement:**

**Teacher(s):** \_\_\_\_\_

**Student Director(s):** \_\_\_\_\_

**Name of Activity:** \_\_\_\_\_

**Day(s):** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

I (teacher) \_\_\_\_\_ agree to sponsor (activity) \_\_\_\_\_

During (time(s)) \_\_\_\_\_ in (room) \_\_\_\_\_

I (director(s)) \_\_\_\_\_ agree to be responsible

For the actions and activities of (activity) \_\_\_\_\_.

Teacher Signature: \_\_\_\_\_

Director(s) Signature(s): \_\_\_\_\_

**List of interested students (you need at least 10):**